

Boxes 1-8 and 11 MUST be completed ! Payroll Services MUST fill out back of transmittal.

<b>Transmittal for Virginia W-2 Information on Magnetic Media</b> (See reversed side for Instructions)		1. Tax Year _____  Total Virginia Taxes Withheld \$ _____
2. Federal Employer Identification Number of Transmitter  _____	3. Number and type of reporting medium _____ 3480 Tape Cartridge _____ Magnetic Tape _____ Diskette(s)	4. Transmitter's magnetic media inventory numbers (i.e., reel number)
5. Tape Characteristics (Circle one in each group)  Density:            800            1600            6250 Recording:        EBCDIC        ASCII Internal Label:    YES            NO Data Format/Record Size: MMREF-1 512		6. Diskette Characteristics  Size:                3.5" Density:            High Operating System: PC-DOS Data Format: MMREF-1
7. Annual or Final Summary of Income Tax Withheld Form VA-6, check one:  _____ Enclosed            _____ Sent by mail/iFile            _____ Will be mailed later		
8. Name and address of transmitter, include street, city, state, and zip code:        Telephone Number    (    )    _____		
9. Name and address of payroll contact, if different from 8:        Telephone Number    (    )    _____		
10. Name and address of programming contact, if different from 8:        Telephone Number    (    )    _____		
11. I declare that I have examined this information and to the best of my knowledge and belief it is true, correct and complete.  _____ SIGNATURE  _____ DATE		

Send magnetic media package with copy of transmittal to:

**OFFICE OF TECHNOLOGY  
PROCESSING OPERATIONS  
DEPARTMENT OF TAXATION  
P.O. BOX 1278  
RICHMOND, VIRGINIA 23218-1278**

## VIRGINIA EMPLOYER INCOME TAX WITHHOLDING RECAP OF FILES SUBMITTED

12. SUBMITTER'S NAME	SUBMITTER'S FEIN	NUMBER OF FILES REPORTED

[illegible]

14. TOTAL EMPLOYER INCOME TAX WITHHELD	
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